Department of Accounts Charge Card Bulletin

August 26, 2005   **Bulletin 2005-04**

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Reminder of Items Due

Below is a summary of the critical due dates for documents required for the agency set up on the new GE MasterCard program. All of these items have been discussed in previous bulletins which are available for your reference.

Training Registration

         Due ASAP   **Bulletin 2005-001**

Information Technology Questionnaire

         Due 8/26   **Bulletin 2005-002**

Purchase Card Implementation Setup Form

         Due 9/3   **Bulletin 2005-003**

Travel Card Implementation Setup Form

         Due 9/3   **Bulletin 2005-003**

Program Administrator Form

         Due 9/3   **Bulletin 2005-003**

SAM Reporting Request Form

         Due 9/3   **Bulletin 2005-003**

Agency Bill Access Form

         Due 9/3   **Bulletin 2005-003**

Purchase Card Security

As an additional security feature with the GE MasterCard program, each Purchase Cardholder will be required to provide their Month, day and year of birth. When a cardholder calls GE to request assistance, they will be asked to provide their card number, name and date of birth. Sensitive to confidentiality issues related to the use of SSNs, the Commonwealth chose the date of birth as an alternative. As stated on the Purchase Card Implementation form, this is a required field. We will be requesting this information as part of a verification process of current cardholders that will occur in September; therefore, it is a good idea for you to start working on compiling this.

Travel Card Security

Each individual who currently has an AMEX Travel card will be required to complete a new application for the GE Travel MasterCard. New applications are necessary because GE requires the cardholder's SSN and the SSN is the Security code for the Travel Card. The Travel Card application will be released in the next Bulletin (scheduled for Friday September 2nd).

Implementation Roll Out

Implementation will begin the first week of October in a phased-in approach and is expected to be completed by the third week of October.

The weekly implementation schedule will be determined within the next few weeks. When the schedule has been finalized, each agency will be notified (email to the PA and backup) as to what week they are scheduled for. If at that time, your agency has an issue with the roll out date, you may communicate that to us.

The next Bulletin will provide more details about what will be required of each PA (Purchase and Travel) during the roll out.